# **USER MANUAL**

# **BFC level**

# **Quick Reference**

**National Informatics Centre** 

Department of Information Technology

**Ministry of Communications and Information Technology** 

**Government of India** 

# http://ifms.raj.nic.in

# Amendment Log

Version Number	Date	Change Number	Brief Description	Sections Changed
1.0	20-10-2010		User Manual (related to Budget Finalization Meetings)	
1.1	24-10-2011			BFC proforma

# **Quick Reference: Six Major steps to be followed at BFC level:**

- 1. Check the status of proposal submission by the Administrative department
- 2. Check the proposal details (all proforma reports) submitted by the Administrative Departments.
- 3. Accept or reject the proposal
- 4. Edit the Accepted data.
- 5. Generation of Minutes of the Meeting
- 6. Data Freeing.

Step by Step details :

- 1. Check the status of proposal submission by the Administrative department
  - a. Option "Finance-MIS-reports-Profoma data entry statusprofoma entry status"

## **USER MANUAL**

1 F IN Gove of Ra	jasthan	एक सी रुपये तत्वार निर्वाय त्वारा निर्वाय स्वारा का का का स्वारा का	tegrated	De I Financial	partment of Government of Manage	of Finance Rajasthan	stem			
					Welcome : DS Ex	penditure 2				
<u>Home</u>	Financial	Year:2011-2012		Date : 23/10/2011	Le BF Us	vel : c er	KeyBoard Type:	English	•	<u>Loqout</u>
System A	dmin 🕨	Finance 🔸								
		Master Data	a 🕨 🕨							
			· · ·							
		BFC	*		Proforma	Status				
		Budget	-							
		Addtional A	uthorization		Select 🔻					
		MIS Report	•	Proforma Data E	nt <mark>ry Status</mark> →	Profoma Entry	status			
			BFC Unit :		-Select BFC Unit-	Summary Budg Summary SCP	et Estimation TSP Provision	•		
			BFC Type :		🔘 Plan 🔘 NonPlar	n 🔘 CSS				
			Report Type :		Select Report Typ	e 🔻				
			Show Report :		🔘 Pdf 💿 Other					
					Show Re	port				

 b. Data entry/ data forward, accept/reject etc status at different level (HoD,AD,BFC) may be checked for all the profoma

# NIC

### Government of Rajasthan

Profoma Entry Status

Fina	ncial Yea	r 2011-2012																	
Leve	l of Repo	orting BFC																	
Divis	ion	Expenditure Divisio	on 2																
S. No	Level	BFC Unit	Department	Budget Controlling								Prof	oma N	lo.					
				Officer	1A	1B	1C	2	3	4A	4B	5A	5B	6	7A	7B	8	9	10
BF	FC Meeting Date : 01/11/2011 No of days left : 9																		
Adı	ninistrat	ive Department : Planning	g Department, Jaipur																
1	HOD	Economics and Statistics Department, Jaipur(62)	Economic and Statistics Department(25)	Director, Economics and Statistics Department, Rajasthan, Jaipur(66)	E	E	E	E	E	E	E	N	N	N/A	N∕ A	N/A	E	ш	Ε
2	AD	88	88		N	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	N/A	N⁄ A	N/A	Ν	Ν	Ν
3	BFC	10	88	88	N	N	Ν	N	Ν	Ν	Ν	Ν	Ν	N/A	N⁄ A	N/A	Ν	Ν	Ν

Legends : E = Data Entered, F = Data Forwarded and No Action at Next higher level, A = Data Accepted at Next higher level, R = Data Rejected at Next higher level, N = No Entry Done

Note : At BFC Level , F = Data Forwarded by AD and available in reports at BFC.

- c. Check whether the required BFC units has forwarded the data or not, if not, necessary action may be taken, report also contains the BFC date and number of days left for BFC meeting.
- 2. Check the proposal (all proforma reports) submitted by the Administrative Departments.
  - a. Option is available at "Finance-BFC-Report-profoma check list"

1 F Gove of F	M S Rajasthat		d Financial	partment Government o Manag	of Finan f Rajasthan ement S	ce System		
				Welcome : DS I	Expenditure 2			
<u>Home</u>	Financial Year:	2011-2012	Date : 23/10/2011	E	BFC	KeyBoard Type: English	•	<u>Loqout</u>
System .	Admin 🕨 Fina	ince 🕨						
	Mas	ster Data 🔹 🕨						
	BFC	)	BFC Meeting Sche	dule				
	Bud	lget	BFC Meeting Notic		rofoma			
	Add	ltional Authorization	Data Entry	+	T			
	MIS	Report 🔹 🕨	Report	•	Profoma C	heck List		
			BFC Non Plan MOM		Minutes Profe	oma Check List		
		Financial Year	BFC Plan MOM		_			
		BFC Unit	BFC Meeting Sche	dule Date wise	9	•		
		Type Of Report	Data Freezing Plan Ceiling State		ail	Summary		
		Select BFC Type		Non Plan	🔘 Plan	© CSS		
		Report Export Type		🖲 PDF 🛛 Oth	er			
				Show F	Report			

- b. Take print or check on the screen for financial year 2011-12.
  - e.g Format 1

1 F M S For H	De De	partment of F. Government of Rajas	sthan System	
of Rajast	the grand a manual	Walanagerrie	and a faranti of 13 13 farmer	
		Welcome : DS Expendit	ure 2	
Home Financial Year:2011	-2012 Date : 23/10/2011	BFC	KeyBoard Type: English 🔹	<u>Logout</u>
Outland Alacia Finance		User		
System Admin 🕨 Finance	<b>`</b>			
		Budget Profor	na	
	Level of Reporting	HOD 🗸		
	Select Profoma	Profoma-1(A) 🗸		
	Financial Year	Select Performa Profoma-1(A)		
	BFC Unit	Profoma-1(B) Profoma-1(C) Profoma-2	lepartment, Jaipur(62) 🔹	
	Type Of Report	Profoma-3 Profoma-4(A)	Summary	
	Select BFC Type	Profoma-5(A) Profoma-5(B)	lan 🔘 CSS	
	Report Export Type	Profoma-6 Profoma-7(A) Profoma-7(B)		
		Profoma-8		
		Profoma-9 Profoma-10		
		Profoma-11		

Select profoma and print report. Facility is available to check entry at different levels. Format 1(a) report is as follows

#### NIC

#### Government of Rajasthan

#### Financial Year : 2011-12

प्रपत्र-1(अ)

#### नियमित / (कार्य प्रभारित) स्वीकृत पदों का संक्षिप्त विवरण

BFC Unit Name	Economics and Statistics Department, Jaipur(62)
Budget Controlling Officer(BCO)	Director, Economics and Statistics Department, Rajasthan, Jaipur(66)
Administrative Department	Planning Department, Jaipur(45)

Budg	et Head : 2235-02-796-(03)-[00]		Re	cord Status :	Data Ente	ered
क्रम	पद नाम(कोड सहित)	ग्रेड पे	वर्तमान	नियमिर	1 कार्यरत	दिनांक
संख्या		(कोड सहित)	स्वीकृत पदों की संख्या दिनांक (31.08.201 1 की स्थिति)	1 जनवरी, 2004 से पूर्व नियुक्त	1 जनवरी, 2004 के पश्चात नियुक्त	31.08.2011 को रिक्त पदों की संख्या
1	संगणक(457)	2400(9)	1	0	0	1
	Total			0	0	1
2	कनिष्ठ लिपिक(943)	1900(6)	1	1	0	0
	Total			1	0	0
3	सांख्यिकी सहायक(1645)	3600(12)	2	0	0	2
	Total			0	0	2
4	सांख्यिकी निरीक्षक(1648)	3200(11)	2	0	0	2
	Total			0	0	2

# Profoma 9

NIC

#### Government Of Rajasthan

प्रपत्र 9

#### Object Head Wise Detail Financial Year :2012-2013

BFC Unit Name		62-Economics and Statis	stics Department	, Jaipur						
Budget Controlling Officer		66-Director, Economics	6-Director, Economics and Statistics Department, Rajasthan, Jaipur							
Name Of Department		25-Economic and Statist								
Level of Reporting			Status	Data Entered	BFC Type	Non-Plan				
Office	4966-	DIRECTOR ECONOMIC&S	RECTOR ECONOMIC&STATISTICS DEPTT.							
Budget Head	2235-	02-796-(03)-[00]	96-(03)-[00]							

क्र.सं	विस्तृत	दत्तमत	5	सरतविकव्यय ध	संकड	आय-व्ययक	व	ास्तविकव्यय आं	कडे	अगस्त से	संशोधित	आय-व्यय	क अनुमान (आग	ामी वर्ष)	ą	द्रि(+) या कमी (	-)
	लेखा शीर्षक	/		(गत तीन वर्षों	के)	अनुमान				मार्च तक	अनुमान						
		प्रभृत								का	(चालू वर्ष)						
			2008-09	2009-10	2010-11	(चालू वर्ष)	अगस्त से मार्च तक (गत वर्ष)	अप्रैल से जुलाई तक (चालू वर्ष)	कॉलम (8 +9 )	संभावित व्यय (चालू वर्ष)	(9+11)	कमिटेड	नवीन	कुल (13+14)	कॉलम (12-7)	कॉलम (12-10)	कॉलम (15-12)
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
1	01-संवेतन	V	9,81.00	9,27.00	7,42.00	8,00.00	5,16.00	1,59.00	6,75.00	4,80.00	6,01.00	8,01.00	0.00	8,01.00	-199.00	-74.00	200.00
2	0 3-यात्रा व्यय	V	5.00	5.00	5.00	5.00	5.00	0.00	5.00	7.00	7.00	8.00	0.00	8.00	2.00	2.00	1.00
3	04-चिकित्सा व्यय	V	5.00	5.00	0.00	5.00	0.00	0.00	0.00	8.00	8.00	10.00	0.00	10.00	3.00	8.00	2.00
4	05-कार्पालय व्यय	V	5.00	8.00	5.00	5.00	5.00	0.00	5.00	25.00	25.00	30.00	0.00	30.00	20.00	20.00	5.00
5	89-अंशदायी पेंशन योजना में सरकार का	V	0.00	0.00	0.00	1.00	0.00	0.00	0.00	1.00	1.00	1.00	0.00	1.00	0.00	1.00	0.00

After examining the reports follow step 3

- 3. Based on the feedback on reports at step 2, accept or reject the profomas.
  - a. Option is available at "Finance-BFC-Data entry-profoma (forward,accept,reject)"

1 F Govt. of R	ajasthet	Department Government	t of Fi of Rajass Jeme	nance than <b>nt Syst</b>	em		
		Welcome : DS	Expenditu	ire 2			
<u>Home</u>	Financial Year:2011-2012	Date : 23/10/2011	Level : BFC User		KeyBoard Type: English	¥	<u>Loqout</u>
System A	Admin 🕨 Finance 🕨						
	Master Data						
		REC Monting Schodulo					
			roforn	na			
	Budget	BFC Meeting Notice			- word		
	Addtional Authorization	Data Entry	Profo		varu		
	MIS Report	Report	Profe	oma (Forwa	rd,Accept)		
		BFC Non Plan MOM		Profoma (Forwa	ard,Accept)		-
		BEC Plan MOM					
		REC Maating Schedule Date wig					
		BFC Meeting Schedule Date wis	e				
		Data Freezing					
		Plan Ceiling State					

b. Select option "Accept/ Reject", profoma Number and BFC unit.

1 F M S Cout of Rajasthat		Department of Finance Government of Rajasthan Incial Management Sy	stem	
		Welcome : DS Expenditure 2		
Home Financial Year:20	011-2012 Date : 2	Level : 3/10/2011 BFC User	KeyBoard Type: English	<u>Loqout</u>
System Admin 🔸 Finan	ce 🕨			
		Farmer 1 Day (array		
		Forward Proforma		_
	Select Action	Accept	rd 💿 Forward	
	Select BFC Type	O Non Plan     O Plan     O CSS		-
	Select Proforma	Performa-1		
	Select BFC Unit		•	

4. Now based on step 3, accepted data will be available at BFC level. As only profoma 9 is available for editing at BFC level, following steps are to be followed:

# a. Option "Finance-BFC-Data entry-profoma 9"

sture	Department Government of d Financial Manag	of Finance of Rajasthan ement Sys	stem		
	Welcome : DS	Expenditure 2			
Financial Year:2011-2012	Date : 23/10/2011	Level : BFC User	KeyBoard Type: English	•	<u>Loqout</u>
min 🕨 Finance 🕨					
Master Data 🔹 🕨					]
BFC	BFC Meeting Schedule	(Proforma 9)			
Budget	BFC Meeting Notice	धाम)		1	
Addtional Authorization	Data Entry	Profoma 9		01/11/2011	•
MIS Report	Report 🔹	Profom Profoma 9	rd,Accept)		
E	BFC Non Plan MOM				<b>•</b>
s Proforma9 🔘 BFC Participants Entry 🔘	BFC Plan MOM			Click	
	BFC Meeting Schedule Date wise	9			
	Data Freezing				
	Plan Ceiling State				
	Financial Year:2011-2012 min Finance Master Data BFC Budget Addtional Authorization MIS Report to the second se	BFC     Addtional Authorization     MIS Report     MIS Report     BFC Participants Entry     BFC Non Plan MOM     BFC Participants Entry     BFC Non Plan MOM     BFC Participants Entry     BFC Non Plan MOM     BFC Participants Entry	Department of Finance     Government of Rajasthan     Government of Government of Rajasthan     Government     Govern	Proformag O BFC Participants Entry      BFC Meeting Schedule BFC Non Plan MOM BFC Meeting Schedule BFC Meeting Schedule BFC Non Plan MOM BFC Meeting Schedule BFC Meeting Sched	Proforma 9     BFC Participants Entry     BFC Meeting Schedule Date wise     Data Freezing     Data Freezing     Data Freezing     Data Celling State

b. Screen will appear, select plan/Non Plan/CSS

1 F	ajashan ana ana ana ana ana ana ana ana ana	Departn Governar ed Financial Ma	nent of Finance nent of Rajasthan nagement Syste	Soon Soon			
		Welcon	ne : DS Expenditure 2				
<u>Home</u>	Financial Year:2011-2012	Date : 23/10/2011	Level : BFC K User	(eyBoard Type: English	T	!	<u>Loqout</u>
System #	Admin 🔸 Finance 🔸						
	BFC Level Entry(Proforma 9) (रुपये सहस्री में )						
BFC Type	:	🔘 Plan 💿 Non Plan 🔘 CSS	BFC Meeting Date :		01/11/2011	T	
BFC Unit :		Evaluation Organization, Jaipur				T	
© Estima	© Estimates Proforma9 @ BFC Participants Entry © BFC Remarks Entry						

- c. Select BFC data, based on data BFC units will appear, select BFC units.
- d. Three tags are available for entry
  - i. Estimates data entry in profoma 9
  - ii. BFC participants Entry
  - iii. BFC remarks entry

All the above entries are used for printing of Minutes of the meeting.

1 F M O Control of Rajashad	grated Financial	partment of Finance Government of Rajasthan Management System		
		Welcome : DS Expenditure 4		
Home Financial Year:2011-2012	Date : 24/10/2011	Level : BFC User	KeyBoard Type: English	Logout
System Admin > Finance >				
		BFC Level Entry(Proforma 9 (रपये लाखों में )	)	
BFC Type :	Plan O Non Plan O CSS	BFC Meeting Date :	Select Date	
BFC Unit :	Select Bfc Unit	78	X	
© Estimates Proforma9 © BFC Participants Entry © BFC Remarks Entry Click				
<u>  </u>				;

e. For profoma 9, all the forwarded budget heads by the administrative departments are available for editing, type major head(help will appear forwarder budget heads will appear in the combo for selection)

## USER MANUAL

		<b>BFC</b> Level	Entry(Proforma 9) (रुपये लाखों में )		
BFC Typ <mark>e</mark> :	🖱 Plan 🖲 Non Plan 🖱 CS	35	BFC Meeting Date :	03/11/2011	
BFC Unit :	Treasuries and Accounts I	Department, Jaipur			
Estimates Proforma     BFC Parallel     BFC Paral	articipants Entry 🔘 BFC Remarks E	ntry		Click	
		Proforma-9	9 BFC Entry Level (रुपये सहसॉ में )		
Budget Head	2054 00 097	01 00	Search Change Categ	ογ	
Department Information					
BFC Unit	116 - Treasuries and Accounts D	epartment, Jai <mark>pur \Non Plan</mark>			
Administrative Department	20 - Finance Department, Jaipur				
Controlling Officer	71 - Director, Treasuries and Acc	ounts <mark>, Rajasthan, Jaipur</mark>		2054-00-097-(01)-[00] Close(X)	
Demand Name	25 - कोषागार व लेखा प्रशासन			Object Head : 01	
2054-00-097-01-00 Budget Head छजाना तथा लेखा प्रधासन खजाना स्थापना - खजाना स्थापना - खजाना स्थापना			BFC Type : Non-Plan		
Department	105 - Treasuries and Accounts D	epartment, Jaipur		Head Type : Voted	
Scheme Name	870 - Treasury Establishment(11	45)		BE : 620000.0000	
Head Office Id	1090 - Directorate, Treasuries ar	d Accounts		Add Auth. : 0.0000	
Office Id	1090-Directorate, Treasuries a	nd Accounts	V	ReApp. Amt. In : 0.0000	
Object Head	01-संवेतन	Other		Expenditure : 241750.2000	
Head Type	() Voted () Charged			ReApp. Amt. Dist. In: 0.0000	
	Insert Information			Supp. Amt. Rcvd. In : 0.0000	
	Change Budget Head Change	Dbject Change Category Show	v Amount		
Enter Estimates New 1	(tems Split BE(NFY)				
टयथ के विस्तृत बजट अनुमान Hide					
	वास्तविक व्यय आंकड़े		आय-व्ययक अनुमान बाबत (चालू वर्ष)	व्यय	
2008-09 (4)	2009-10 (5)	2010-11 (6)	2011-12 (7)	August(2010) - March(2011) (8)	April(2011) - July(2011) (9)
4583.5147	5542.2300	5541.7062	6200.0000	3674.4171	2034.0000

Select Object head if required heads does not appear in combo click other for selection, click Insert information, Add RE and BE for next financial year, all other columns will appear automatically. Click on

New Items if any item is to be attached at any object head following screen will appear

Head Office Id	1090 - Directorate, T	reasuries and Accounts						
Office Id	1090-Directorate, T	reasuries and Accounts		T I I I I I I I I I I I I I I I I I I I				
Object Head	01-संवेतन	v Other		2054-00-097-(01)-[(	10] Close(X)			
Head Type	Voted     Charge	ed		Object Head	: 01			
	Insert Information			BFC Type	: Non-Plan			
	Change Budget Head	Change Object Change Category	Show Amount	Head Type	: Voted			
Enter Estimates New Items	Split BE(NFY)			BE	: 620000.0000			
New Item Type	Pos	its	•	Add Auth.	: 0.0000			
Designation	Se	elect Designation	•	ReApp. Amt. In	: 0.0000			
Action on Posts	Se	elect		Expenditure	: 241750.2000			
Grade Pay		2		ReApp. Amt. Dist. In	: 0.0000			
No of Posts				Supp. Amt. Rcvd. In	: 0.0000			
Pay Bands								
Remark			×					
Posts Grade Pay Name of Designation (2) (3) (4)		No Of Posts (5)	Pay Band (7)	Remark (8)				
			Save Reset					

After completion of all the above steps, Minutes of the meeting should be generated. Option is available at "Finance-BFC Non Plan MOM"

1 F M S Robe of Rajastural articles and the second articles are an articles are an articles are are articles are articles are articles are articles are articles are are are are articles are articles	Departmen Government	t of Finance of Rajasthan gement Sys	stem	
	Welcome : D	S Expenditure 3		
Home Financial Year:2011-2012	Date : 23/10/2011	Level : BFC User	KeyBoard Type: English	<u>Logout</u>
System Admin 🔸 Finance 🔸				
Master Data				
BEC	BFC Meeting Schedule	<b>PFC Meeting</b>		
Select BFC Unit :Sel Budget	BFC Meeting Notice	✓ Select Fi	nancial Year :Select 🔻	
Select Export Type   P Addtional Authorization	Data Entry	•		
MIS Report	Report	•		
	BFC Non Plan MOM			
	BFC PLEE MOM			
	BFC Meeting Schedule Date with	se		
	Data Freezing			
	Plan Ceiling State			

# Minutes of Meeting Non Plan

1 F M of real and rea	Depart	ment of Financ nment of Rajasthan anagement S	e soo	
	Weld	come : DS Expenditure 3		
Home Financial Year:2011-2012	Date : 23/10/2011	Level : BFC User	KeyBoard Type: English	<u>Loqout</u>
System Admin 🔸 Finance 🔸				
	Minut	es of BFC Meeting		
Select BFC Unit : Urban Development and Housing Departm	ent, Jaipur - 85	▼ Sele	ect Financial Year : 2011-2012 🔻	
Select Export Type 💿 PDF 🔘 Crystal				
	Show Report			

# Select BFC Unit ,Financial Year and Type of report. Following will

### appear :-

Finance Department

Expenditure Division 3

Minutes of BFC Meeting (Non Plan)

For Financial Year : 2012-2013 Dated 24/10/2011

- General Details

Particulars	Code	Description
BFC Unit	85	Urban Development and Housing Department, Jaipur
Budget Controlling Offic	157	Principal Secretary, Urban Development and Housing Department, Rajasthan, Jaipur
Department		Through Budget Controlling Officer
Administrative Departm	66	Urban Development and Housing Department, Jaipur
Participants		List at Annexure - I

- Summary of Object Head (s)

Provision / Estimates -

`in Lac

s	Object Head Wise	Budget Estimates	Revised Estimate	Budget Estimat	Variat	ion %
No.		(BE) 2011-12	s (RE) 2011-12	es (BE) 2012-13	BE to	BE to
1	01-संवेतन	45.00	45.00	48.00	0.00	6.67
2	Other than object head 01 and 12	0.55	0.62	0.62	12.73	12.73

Page 2 of 4

# - On the basis of trend of expenditure incurred so far and the requirement for the remaining period of 2011-2012, following budget estimates are agreed to:

2216-02-001-(01)-[00]

आवास - शहरी आवास - निदेशन और प्रशासन - अल्प आय वर्ग आवास योजना - अल्प आय वर्ग आवास योजना -

Object Head (s)	BE	RE	BE	Varia	tion %
	2011-2012	2011-2012	<sup>2012-2013</sup> E	E to RE	BE to BE
01 - संवेतन	45.00	45.00	48.00	0.00	6.67
03 - यात्रा व्यय	0.10	0.10	0.10	0.00	0.00
04 - चिकित्सा व्यय	0.20	0.20	0.20	0.00	0.00
05 - कार्यालय व्यय	0.10	0.10	0.10	0.00	0.00
32 - डिक्री प्रभार	0.00	0.01	0.01		
42 - प्रोत्साहन एवं मानदेय व्यय (प्रभत्त)	0.00	0.01	0.01		
89 - अंशदायी पेंशन योजना में सरकार का अंशदान	0.15	0.20	0.20	33.33	33.33
TOTAL	45.55	45.62	48.62	0.15	6.74
Notes:					

- 5. Last step is Data freezing, after completion of all the above steps and forwarding the hard copy of MoM for formal approval. Data can be freezed by the BFC chairperson.
  - a. Option is available at "Finance-BFC-Data Freezing"

# USER MANUAL

1 F M S Gove of Rajastrat	Department of Finance Covernment of Rajasthan Tegrated Financial Management System Welcome : DS Expenditure 3
Home Financial Year:2011-2013	Level : 2 Date : 23/10/2011 BFC KeyBoard Type: English V
System Admin → Finance → Master Dat BFC Choose the Option Budget Addtional A MIS Report	User User BFC Meeting Schedule BFC Meeting Notice Data Authorization Data Entry Report BFC Non Plan MOM BFC Plan MOM BFC Plan MOM BFC Meeting Schedule Date wise Data Freezing
	Plar Data Freezing tate
Data Freeze	e main screen
1 F M O Gove of Rajasthan	Department of Finance Government of Rajasthan Financial Management System
Home Financial Year:2011-2011	Level : Date : 23/10/2011 BFC KowBased Turner Findish
System Admin 🕨 Finance 🕨	User User
	Eroozing Data
Choose the Option	
	Freeze Data     O UnFreeze Data
BFC Type	NonPlan
BFC Unit	81 - State Directorate of Revenue Intelligence, Jaipur
Profoma Name	Profoma-7(B)
Freezing Level	Select-
	Freeze Data

Data can be free zed by BFC for Plan/Non Plan, proforma wise, all profoma at one go for the selected level(HoD, AD, BFC).

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